Through the Re-Entry Program, the Ministry of Health and Long-Term Care (MOHLTC) funds residency positions each year for physicians currently practising in Canada to re-enter postgraduate medical training. The purpose of the program is to increase flexibility in the medical training system and provide opportunities for physicians to pursue areas of interest after a period of practice, while at the same time addressing the need for a variety of physician services in Ontario.

All Re-Entry positions begin (in or after) July 2017 and carry a two-year return of service requirement anywhere in Ontario following the training period.

For 2017/18, the Ministry has funding for training positions for family medicine, specialty and subspeciality programs.

PROGRAM FUNDING ELIGIBILITY REQUIREMENTS:

• Be a Canadian Citizen or Permanent resident of Canada;
• Hold a current certificate of registration for independent practice from a medical regulatory authority of any province or territory in Canada. (Note: If you are holding a restricted certificate of registration, you are not eligible to apply);
• Have been in active, full-time practice in Canada for a minimum of 12 consecutive months at the time of application;
• For physicians who are practicing in another province, you must be eligible for a certificate of registration for independent practice from the College of Physicians and Surgeons of Ontario.

Check their website www.cpsp.on.ca for requirements.

Individuals with undischarged return of service agreements outside of Ontario may not be eligible to begin Ministry-funded training positions and should contact the Ontario Ministry of Health and Long-Term Care for further information.
Telephone number: 416 327-8339 or send an email to: PPUProgramOfficer@Ontario.ca

RETURN OF SERVICE

Return of Service (ROS) commitments are part of a package of government initiatives designed to attract and retain physicians in communities across Ontario.

Return of Service Requirement

The Ministry funds your Re-Entry training position, in exchange for your commitment to “return service” on a full-time basis for two years in any Ontario community. You are required to return service in the specialty area in which you will be trained in the Re-Entry Program.
Return of Service Agreement Package

Once the Ministry receives confirmation that you have accepted a training position, we will send you a Return of Service (ROS) package for your review and signature. The package will include:

- the ROS Agreement
- the Practice Location Agreement (PLA)

If you wish to start residency in the Re-Entry Program, you must return an original signed copy of the ROS Agreement to the ministry by the date specified in your package. More detailed information and instructions will be provided in the ROS Agreement package.

We will send copies of the ROS Agreement package to your attention by post (letter mail) and email based on the contact information you provided in your Re-Entry application form. Please contact us if any of this information changes during the application processing period, or if you would like to confirm the accuracy of the contact information in our records.

If you have any questions or concerns regarding the ROS Agreement and/or Practice Location Agreement, please contact Program Officer at: PPUProgramOfficer@Ontario.ca; telephone number: 416 327-8339.

DOCUMENTS REQUIRED FOR APPLICATION

Applicants who wish to apply for a Re-Entry position must submit an application to the Ministry before the deadline.

A complete application must include all the following:

1. Application to Re-enter Postgraduate Medical Training
   A completed and signed application form to Re-enter Postgraduate Medical Training.

2. Curriculum Vitae
   An up-to-date curriculum vitae that includes:
   - all positions you have held since graduation;
   - relevant continuing medical education courses completed (title, length, date);
   - community involvement (if any);
   - publications, giving authors, titles etc (if any);
   - certificates, awards, scholarships, memberships etc, and the year in which they were obtained (if any).

DOCUMENTS REQUIRED FOR APPLICATION

3. Personal Letter(s)
   Submit a personal letter for each speciality you are applying for. The letters should:
   - be addressed to the program directors;
   - outline your qualifications;
   - outline your relevant work experience;
   - explain why you are interested to pursue retraining in that specialty;
   - include other information that you believe might support your application.

Ensure you have your (a) full name and (b) the specialty you are applying for in your letter(s). You can list this information as the heading in your letters. We will send each personal letter only to the medical schools that you have indicated for that specialty.
4. **Certificate of Professional Conduct (CPC)**
   - We require a "Certificate of Professional Conduct" (CPC) from the medical regulatory authority in any province or territory in Canada in which you are licensed to practise medicine.
   - To download a request form for a CPC from the College of Physicians and Surgeons of Ontario. Visit this website: [www.cpso.on.ca](http://www.cpso.on.ca)
   - The CPC must arrive to our office before the deadline.

**What goes to the medical schools?**
All the required documents are forwarded to the medical schools and/or programs to which you have applied.

**RESIDENCY START DATE**
Successful applicants in 2017/18 normally begin residency in July 2017. Applicants may, however, negotiate an alternate start date, within 18 months from July 2017, with the program area.

**APPLICATION DEADLINE**
Completed application is to be received in our office by January 6, 2017.

*Note: The "Certificate of Professional Conduct" from a provincial/territorial medical regulatory authority may come separately either by mail or email (same address below) before the deadline.*

**APPLICATION SUBMISSION**
Submission by mail:
Mail completed application form with all the required documentation in one envelope to the address below:
Ministry of Health and Long-Term Care
Health Workforce Policy Branch
Re-Entry Program
Box 965, 77 Wellesley St. West
Toronto ON M7A 1N3

Submission by e-mail:
Attach completed application form with all the required documents (preferably in PDF) in one e-mail and send to: [PPUProgramOfficer@Ontario.ca](mailto:PPUProgramOfficer@Ontario.ca) before the deadline.

**APPLICATION / SELECTION / DECISION-MAKING PROCESS**

**Step 1:** Applicants submit all required documents to the Ministry before the deadline. It is the responsibility of applicants to ensure that the Ministry receives all documents before the deadline.

**Step 2:** Ministry reviews applications for their eligibility and the completeness of documents. Applicants may be contacted to clarify eligibility issues and/or to request missing documents. Ministry forwards the completed applications to the PGME office at each medical school. Incomplete applications will not be sent to the medical schools.

**Step 3:** PGME reviews capacity at their medical school for the various specialty areas. Completed applications will be forwarded to the programs which have vacancies for consideration.
   - In some cases, there may not be a vacancy or capacity in a specialty program at a given school to take re-entry applicants. In such cases, the PGME office will inform the Ministry that there is no vacancy and the Ministry will communicate with the applicant.

   *(Note: Applicants who do not obtain a Re-Entry position because there are no vacancies in the specialty program(s) to which they have applied must submit a new application if they wish to be considered for a position in the 2017/18 program year).*
Step 4: Program directors review and select applicants for training positions. They communicate decision to their PGME office and/or the Ministry.

Step 5: Ministry informs both successful and unsuccessful applicants. Successful applicants will receive a “confirmation of appointment” form which they must complete and return to the Ministry by the deadline specified. Please send this confirmation to Program Officer at PPUProgramOfficer@Ontario.ca or fax it to: 416 327-0167.

Step 6: Upon receipt of the confirmation of acceptance, the Ministry will forward the candidate a Return-of-Service Agreement package that includes (a) the Return-of-Service Agreement and (b) the Practice Location Agreement.

Step 7: The candidate must sign and return the Return-of-Service Agreement before the start of residency. The Practice Location Agreement is only required before the last day of residency.

ROLES AND RESPONSIBILITIES

Ministry of Health and Long-Term Care
- initial sorting and receiving of applications;
- check for completeness of applications;
- verify applicants’ eligibility for the program;
- contact applicants for missing documents/clarify eligibility issues;
- forward applications to medical schools;
- manage numbers of positions offer each year; funding allocation within each stream per year;
- communicate program director’s decision to applicants;
- DO NOT discuss selection criteria used by program directors.

ROLES AND RESPONSIBILITIES (continued)
Postgraduate Medical Education Office (PGME) / Medical Schools
- receive applications from the Ministry;
- forward applications to programs specialty which have capacity for re-entry applicants;
- inform the Ministry about program vacancy/capacity; communicate program director’s decision.

Program Directors
- receive applications from the PGME;
- review applications for training positions;
- may require additional documents directly from applicants;
- may conduct interviews with applicants;
- make decisions on acceptance of applicants;
- inform decision to PGME and/or the Ministry to ensure funding availability.

Re-Entry Working Group
- involved in policy discussions around the Re-Entry program.